



## Concept Analysis and Integration, LLC



U.S. General Services Administration

Authorized Federal Supply Schedule  
Information Technology Schedule Pricelist  
General Purpose Commercial Information Technology Services

### Information Technology (IT)

#### SIN 132-51 – Information Technology (IT) Professional Service

|                |                                                                 |
|----------------|-----------------------------------------------------------------|
| FPDS Code D301 | IT Facility Operation and Maintenance                           |
| FPDS Code D302 | IT Systems Development Services                                 |
| FPDS Code D306 | IT Systems Analysis Services                                    |
| FPDS Code D307 | Automated Information Systems Design and Integration Services   |
| FPDS Code D308 | Programming Services                                            |
| FPDS Code D310 | IT Backup and Security Services                                 |
| FPDS Code D311 | IT Data Conversion Services                                     |
| FPDS Code D316 | IT Network Management Services                                  |
| FPDS Code D399 | Other Information Technology Services, Not Elsewhere Classified |

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

#### Concept Analysis and Integration, LLC

1108 Queen Street

Alexandria, VA 22314

301-997-2177- phone

301-608-0835 - facsimile

<http://www.caaai.com>

Contract Administrator: Carl Tweedy

Business Size: Small Business

Contract Number: GS-35F-0535X

**Period Covered by Contract: August 2, 2011 through August 1, 2016**

**Pricelist current through Modification Number PO-0024, dated July 28, 2010**

Products and ordering information in this Authorized FSS Information Technology Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.gsa.gov>.

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**1. Geographic Scope of the Contract:**

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

**2. Contractor's Ordering Address and Payment Information:**

**Ordering Address:**

**Concept Analysis and Integration, LLC**

Attention: Contracts  
1108 Queen Street  
Alexandria, VA 22314  
301-997-2177 - phone  
301-608-0835 - facsimile

\* Please mail to the attention of the Contract Administrator identified in the task order proposal.

**Payment Address Is as Follows:**

**Payment via Wire Transfer**

Financial Institution: PNC Bank  
9-Digit ABA routing number: see invoice  
Account number: see invoice

**Payment via Check/U.S. Mail**

Concept Analysis and Integration  
1108 Queen Street  
Alexandria, VA 22314

**ACH Payments**

Concept Analysis and Integration  
PNC Bank  
ABA routing number: see invoice  
Account number: see invoice

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: 301-997-2177



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**3. Liability for Injury or Damage:**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. Statical Data for Government Ordering Office Completion of Standard form 279:**

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 169735599

Block 30: Type of Contractor - **Small Business**

Block 31: Woman-Owned Small Business - **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): 20-1852528

a. CAGE Code: 349D1

b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB: Destination**

**6. Delivery Schedule:**

a. Time of Delivery: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

**Special Item Number**

**132-51**

**Delivery Times (Days ARO)**

**As negotiated between ordering agency and contractor**

b. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.

a. Prompt Payment: None

b. Quantity: None

c. Dollar Volume: None

d. Government Educational Institutions: None

e. Other: None

**8. Trade Agreement Act of 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. Statement Concerning Availability of Export Packing:**



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**10. Small Requirements:**

The minimum dollar value of orders to be issued is \$100.00.

**11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.):**

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000: Special Item Number 132-51 - Information Technology (IT) Professional Services

**12. Ordering Procedures for Federal Supply Schedule Contracts:**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. Federal Information Technology / Telecommunications Standards Requirements:**

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

**13.1 Federal Information Processing Standards Publications (FIPS PUBS):**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 Federal Telecommunication Standards (FED-STDS):**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

**14. Contractor Tasks / Special Requirements (C-FSS-370) (NOV 2001):**

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.



b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

## **15. Contract Administration for Ordering Activities:**

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.

## **16. GSA Advantage:**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.



Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsa.gov>

#### **17. Purchase of Open Market Items:**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19);
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

#### **18. Contractor Commitments, Warranties and Representations:**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

#### **19. Overseas Activities:**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist inside the 48 contiguous states and the District of Columbia, except as indicated below:

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.



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**20. Blanket Purchase Agreements (BPAs):**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

**21. Contractor Team Arrangements:**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

**22. Installation, Deinstallation, Reinstallation:**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

**23. Section 508 Compliance:**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

The EIT standard can be found at: <http://www.Section508.gov/>

**24. Prime Contractor Ordering from Federal Supply Schedules:**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order

a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

b. The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.



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**25. Insurance—Work on a Government Installation (JAN 1997) (FAR 52.228-5):**

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. Software Interoperability:**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at: <http://www.core.gov>

**27. Advance Payments:**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)



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## **Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51):**

### **1. Scope:**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### **2. Performance Incentives:**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### **3. Order:**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### **4. Performance of Service:**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.



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**5. Stop Work Order (FAR 52.242-15) (AUG 1989):**

a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**6. Inspection of Services:**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

**7. Responsibilities of the Contractor:**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

**8. Responsibility of the Ordering Activity:**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.



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**9. Independent Contractor:**

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

**10. Organizational Conflicts of Interest:**

a. Definitions:

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

**11. Invoices:**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

**12. Payments:**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

**13. Resumes:**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

**14. Incidental Support Costs:**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.



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**15. Approval of Subcontracts:**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

**16. Description of IT Services and Pricing:**

Please refer to Appendices A, B, and C for labor category descriptions and rates.



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## Terms and Conditions Applicable to Authentication Products and Services (Special Item Number 132-62)

### Authentication Products and Services (May 2006) (C-FCI-007)

#### a. General Background:

Authentication Products and Services provide for authentication of individuals for purposes of physical and logical access control, electronic signature, performance of E-business transactions and delivery of Government services. Authentication Products and Services consist of hardware, software components and supporting services that provide for identity assurance.

Homeland Security Presidential Directive 12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors" establishes the requirement for a mandatory Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractor employees assigned to Government contracts in order to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy. Further, the Directive requires the Department of Commerce to promulgate a Federal standard for secure and reliable forms of identification within six months of the date of the Directive. As a result, the National Institute of Standards and Technology (NIST) released Federal Information Processing Standard (FIPS) 201: Personal Identity Verification of Federal Employees and Contractors on February 25, 2005. FIPS 201 requires that the digital certificates incorporated into the Personal Identity Verification (PIV) identity credentials comply with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework. In addition, FIPS 201 requires that Federal identity badges referred to as PIV credentials, issued to Federal employees and contractors comply with the Standard and associated NIST Special Publications 800-73, 800-76, 800-78, and 800-79.

#### b. Special Item Numbers:

The General Services Administration has established the E-Authentication Initiative (see URL: <http://cio.gov/eauthentication>) to provide common infrastructure for the authentication of the public and internal federal users for logical access to Federal E-Government applications and electronic services. To support the government-wide implementation of HSPD-12 and the Federal E-Authentication Initiative, GSA is establishing the following Special Item Numbers (SINs):

- (1) SIN 132-60: Access Certificates for Electronic Services (ACES) Program. This program provides identity management and authentication services and ACES digital certificates for use primarily by external end users to access Federal Government electronic services and transactions in accordance with the X.509 Certificate Policy for the Federal ACES Program.
- (2) SIN 132-61: PKI Shared Service Providers (PKI SSP) Program. This program provides PKI services and digital certificates for use by Federal employees and contractors to the Federal Government in accordance with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework.
- (3) SIN 132-62: HSPD-12 Product and Service Components. SIN 132-62 is established for products and services for agencies to implement the requirements of HSPD-12, FIPS-201 and associated NIST special publications. The HSPD-12 implementation components specified under this SIN are:
  - PIV enrollment and registration services,
  - PIV systems infrastructure,
  - PIV card management and production services,
  - PIV card finalization services,
  - Physical access control products and services,
  - Logical access control products and services,
  - PIV system integration services, and
  - Approved FIPS 201-Compliant products and services.

**c. Qualifications:**

All of the products and services for the SINs listed above must be qualified as being compliant with Government-wide requirements before they will be included on a GSA Information Technology (IT) Schedule contract. The Qualification Requirements and associated evaluation procedures against the Qualification Requirements for each SIN and the specific Qualification Requirements for HSPD-12 implementation components are presented at the following URL: <http://www.idmanagement.gov>.

In addition, the National Institute of Standards and Technology (NIST) has established the NIST Personal Identity Verification Program (NPIVP) to evaluate integrated circuit chip cards and products against conformance requirements contained in FIPS 201. GSA has established the FIPS 201 Evaluation Program to evaluate other products needed for agency implementation of HSPD-12 requirements where normative requirements are specified in FIPS 201 and to perform card and reader interface testing for interoperability. Products that are approved as FIPS-201 compliant through these evaluation and testing programs may be offered directly through SIN 132-62 under the category "Approved FIPS 201-Compliant Products and services."

**d. Qualification Requirements.**

Offerors proposing products and services under Special Item Numbers (SINs) 132-60, 132-61 and 132-62 are required to provide the following:

(1) Proposed items must be determined to be compliant with Federal requirements for that Special Item Number. Qualification Requirements and procedures for the evaluation of products and services are posted at the URL: <http://www.idmanagement.gov>. GSA will follow these procedures in qualifying offeror's products and services against the Qualification Requirements for applicable to SIN. Offerors are encouraged to submit a proposal under the Multiple Award Schedule (MAS) Information Technology (IT) solicitation at the same time they submit products and services to be qualified. Award for SINs 132-60, 132-61 and 132-62 will be dependent upon receipt of official documentation from the Acquisition Program Management Office (APMO) listed below verifying satisfactory qualification against the Qualification Requirements of the proposed SIN(s).

(2) After award, Contractor agrees that certified products and services will not be offered under any other SIN on any GSA Multiple Award Schedule.

(3) If the Contractor changes the products or services previously qualified, GSA may require the contractor to resubmit the products or services for re-qualification.

If the Federal Government changes the qualification requirements or standards, Contractor must resubmit the products and services for re-qualification.

**e. Demonstrating Conformance.**

The Federal Government has established Qualification Requirements for demonstrating conformance with the Standards. The following websites provide additional information regarding the evaluation and qualification processes:

(1) for Access Certificates for Electronic Services (ACES) and PKI Shared Service Provider (SSP) Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;

(2) for HSPD-12 Product and Service Components Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;



(3) for FIPS 201 compliant products and services qualification and approval procedures:  
<http://www.csrc.nist.gov/piv-project/> and <http://www.smart.gov>

**f. Acquisition Program Management Office (APMO):**

GSA has established the APMO to provide centralized technical oversight and management regarding the qualification process to industry partners and Federal agencies. Contact the following APMO for information on the E-Authentication Qualification process.

(1) The Acquisition Program Management Office point-of-contact for Access Certificates for Electronic Services (ACES – SIN 132-60) and PKI Shared Service Providers (PKI SSP – SIN 132-61) is:

Stephen P. Duncan  
Program Manager  
E-Authentication Program Management Office  
2011 Crystal Drive, Suite 911  
Arlington, VA 22202  
[stephen.duncan@gsa.gov](mailto:stephen.duncan@gsa.gov)  
703.872.8537

(2) The Acquisition Program Management Office point-of-contact for HSPD-12 Product and Service Components is:

Mike Brooks  
Director, Center for Smartcard Solutions  
Office of Center for Smartcard Solutions  
1800 F Street, N.W., Room 5010  
Washington, D.C. 20405  
202.501.2765 (telephone)  
202.208.3133 (fax)

**1. Order:**

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

c. When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to receive assisted services for a fee.

**2. Performance of Services:**

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.





c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of the Services under SINs 132-60, 132-61 and 132-62 must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

### **3. Stop-Work Order (FAR 52.242-15) (AUG 1989):**

a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

### **4. Inspection of Services:**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

### **5. Responsibilities of the Ordering Activity:**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite services.



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## **6. Independent Contractor:**

All services performed by the Contractor under the terms of this contract shall be an independent Contractor, and not as an agent or employee of the ordering activity.

## **7. Organizational Conflicts of Interest:**

### **a. Definitions:**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **8. Invoices:**

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **9. Payments:**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

## **10. Resumes:**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## **11. Incidental Support Costs:**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.



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**12. Approval of Subcontracts:**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

**13. Description of Authentication Products, Services and Pricing:**

Please refer to Appendices A, B, and C for labor category descriptions and rates.

## **USA Commitment to Promote Small Business Participation Procurement Programs**

### **PREAMBLE**

Concept Analysis and Integration provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### **COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact.

**Bruce Tweedy**  
**Concept Analysis and Integration**  
tweedyc@caaii.com  
**301-997-2177**



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## BEST VALUE

### Blanket Purchase Agreement Federal Supply Schedule

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

**Single BPA.** If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

**Multiple BPAs.** If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and

- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.



## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.



## Appendix A: Labor Rates

### CAI's GSA PRICING at Government Site

|    | LABOR CATEGORY                                | GSA HOURLY RATE |
|----|-----------------------------------------------|-----------------|
| 1  | Oracle Federal HR Principal Consultant        | 169.41          |
| 2  | Oracle Federal HR Chief Consultant            | 208.00          |
| 3  | Oracle Federal Operations Research Consultant | 158.17          |
| 4  | Senior Oracle Project Manager                 | 205.36          |
| 5  | Senior Oracle Software Development Engineer   | 139.64          |
| 6  | Junior Oracle Software Development Engineer   | 65.59           |
| 7  | Oracle Enterprise Database Administrator      | 174.12          |
| 8  | Oracle Enterprise Database Engineer           | 149.00          |
| 9  | Senior Oracle Systems Development Engineer    | 149.31          |
| 10 | Lead Oracle Systems Development Engineer      | 173.62          |
| 11 | Senior Oracle Technical Director              | 205.36          |
| 12 | Oracle Software Engineer                      | 132.13          |
| 13 | Senior Program Manager                        | 178.67          |
| 14 | Program Manager II                            | 168.58          |
| 15 | Program Manager I                             | 137.65          |
| 16 | Program Analyst II                            | 138.97          |
| 17 | Program Analyst I                             | 123.87          |
| 18 | Project Manager                               | 206.00          |
| 19 | Operations Analyst                            | 150.12          |
| 20 | Sr. Database Administrator                    | 139.99          |
| 21 | Sr. Programmer                                | 136.56          |
| 22 | Tech Writer                                   | 73.33           |



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**CAI's GSA PRICING at Concept Analysis and Integration Site**

|    | LABOR CATEGORY                                | GSA HOURLY RATE |
|----|-----------------------------------------------|-----------------|
| 1  | Oracle Federal HR Principal Consultant        | 152.47          |
| 2  | Oracle Federal HR Chief Consultant            | 195.00          |
| 3  | Oracle Federal Operations Research Consultant | 142.35          |
| 4  | Senior Oracle Project Manager                 | 194.00          |
| 5  | Senior Oracle Software Development Engineer   | 129.64          |
| 6  | Junior Oracle Software Development Engineer   | 64.58           |
| 7  | Oracle Enterprise Database Administrator      | 163.62          |
| 8  | Oracle Enterprise Database Engineer           | 139.00          |
| 9  | Senior Oracle Systems Development Engineer    | 140.31          |
| 10 | Lead Oracle Systems Development Engineer      | 163.62          |
| 11 | Senior Oracle Technical Director              | 194.00          |
| 12 | Oracle Software Engineer                      | 113.25          |
| 13 | Senior Program Manager                        | 168.67          |
| 14 | Program Manager II                            | 159.58          |
| 15 | Program Manager I                             | 128.75          |
| 16 | Program Analyst II                            | 129.97          |
| 17 | Program Analyst I                             | 115.87          |
| 18 | Project Manager                               | 199.29          |
| 19 | Operations Analyst                            | 140.12          |
| 20 | Sr. Database Administrator                    | 130.99          |
| 21 | Sr. Programmer                                | 127.56          |
| 22 | Tech Writer                                   | 73.33           |



## Appendix B: SIN 132-51 IT Labor Category Descriptions

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Oracle Federal HR Principal Consultant</b>        | Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 5 years DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent to allocate resources at Program Levels. Has > 10 years experience developing Oracle IT systems including: Business Intelligence, Oracle APEX. Has > 10 years experience in the full software development lifecycle. Has > 5 years Human Resource Enterprise Resource Planning (ERP) (years Oracle, PeopleSoft, JD Edwards, or SAP). Requires a Bachelor degree or equivalent (Masters preferred), Oracle Certification or equal experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Oracle Federal HR Chief Consultant</b>            | Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 5 years DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent to allocate resources at Program Levels. Has > 15 years experience developing Oracle IT systems including: Business Intelligence, Oracle APEX. Has > 5 years BI system administration. Has > 15 years experience in the full software development lifecycle. Has > 8 years Human Resource Enterprise Resource Planning (ERP) (years Oracle, PeopleSoft, JD Edwards, or SAP). Requires a Bachelor degree or equivalent (Masters preferred), Oracle Certification or equal experience.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Oracle Federal Operations Research Consultant</b> | Has extensive experience using IT tools to develop system models. Has > 10 years Operations Research (OR) experience or equivalent in problem ID and scoping, problem analysis, data gathering, system modeling, and forecasting based on statistical, optimization, or probabilistic bases Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 5 years DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent to allocate resources at Program Levels. Has > 2 years Human Resource Enterprise Resource Planning (ERP) (years Oracle, PeopleSoft, JD Edwards, or SAP). Requires a Bachelor degree or equivalent (Masters preferred), Oracle Certification or equal experience. Requires an advanced OR degree or equivalent, and Oracle Certification or equal experience.                                                                                                                                                                                                                                                                |
| <b>Senior Oracle Project Manager</b>                 | Has > 15 years experience developing Oracle IT systems including: Business Intelligence, Oracle APEX. Has > 10 years developing Oracle IT systems including the following Oracle components: database, PL*SQL, Oracle Business Intelligence, Oracle APEX, networking, packages, procedures, installation, security, tuning, report writing, web development, middleware, and/or other Oracle infrastructure. Has > 5 years Human Resource Enterprise Resource Planning (ERP) (years Oracle, PeopleSoft, JD Edwards, or SAP). Has over 5 years experience in the full software development lifecycle including Information Assurance, Systems Engineering, Change Control, Security, Funding, Testing, System Hardening, and Operations & Maintenance. Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 5 years DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent to allocate resources at Program Levels. Requires a Bachelor degree or equivalent (Masters preferred), Oracle Certification or equal experience.                  |
| <b>Senior Oracle Software Development Engineer</b>   | Has > 10 years developing IT systems including the following Oracle components: database, PL*SQL, Oracle Business Intelligence, Oracle APEX, networking, packages, procedures, installation, security, tuning, report writing, web development, middleware, and/or other Oracle infrastructure. Has extensive web development experience including coding in JAVA, AJAX, or PERL. Has extensive OS experience in Windows, UNIX, or variant. Has > 5 years in the full software development lifecycle including Information Assurance, Systems Engineering, Change Control, Security, Funding, Testing, System Hardening, and Operations & Maintenance. Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 5 years DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent to allocate resources at Program Levels. Has > 5 years Human Resource Enterprise Resource Planning (ERP) (years Oracle, PeopleSoft, JD Edwards, or SAP). Requires a Bachelor degree or equivalent (Masters preferred), Oracle Certification or equal experience. |





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|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Junior Oracle Software Development Engineer</b> | Has >2 years experience developing IT systems including the following Oracle components: database, PL*SQL, Oracle Business Intelligence, Oracle APEX, networking, packages, procedures, installation, security, tuning, report writing, web development, middleware, and/or other Oracle infrastructure. Has web development experience including coding in JAVA, AJAX, or PERL. Has OS experience in Windows 2000/2003/Server/Vista or UNIX or variant. Has > 2 years experience in the full software development lifecycle including Information Assurance, Systems Engineering, Change Control, Security, Funding, Testing, System Hardening, and Operations & Maintenance. Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 1 year DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent to allocate resources at Program Levels. Requires a Bachelor degree or equivalent (Masters preferred), Oracle Certification or equal experience.                                                                                                                                  |
| <b>Oracle Enterprise DBA</b>                       | Has > 15 years database management experience with > 7 years as lead DBA including all DBA tasking: table development, database tuning, code promotion, patching, backup/recovery, failover, database security, DoD level system hardening, system monitoring, user account control, import/export data and schemas in an Oracle, SAS, or equivalent environment. OS experience in Windows Server or UNIX or any UNIX variant. Has > 10 years experience developing IT systems including the following Oracle components: database, PL*SQL, Oracle Business Intelligence, Oracle APEX, networking, packages, procedures, installation, security, tuning, report writing, web development, middleware, and/or other Oracle infrastructure. Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 5 years DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent. Has > 5 years Human Resource Enterprise Resource Planning (ERP) (years Oracle, PeopleSoft, JD Edwards, or SAP). Requires a Bachelor degree or equivalent (Masters preferred) and Oracle 10g Certification or higher. |
| <b>Oracle Enterprise Database Engineer</b>         | Has > 10 years database management experience with > 5 years as lead DBA including all DBA tasking: table development, database tuning, code promotion, patching, backup/recovery, failover, database security, DoD level system hardening, system monitoring, user account control, import/export data and schemas in an Oracle, SAS, or equivalent environment. OS experience in Windows Server or UNIX or any UNIX variant. Has 10 years experience developing IT systems including the following Oracle components: database, PL*SQL, Oracle Business Intelligence, Oracle APEX, networking, packages, procedures, installation, security, tuning, report writing, web development, middleware, and/or other Oracle infrastructure. Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 5 years DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent. Has > 5 years Human Resource Enterprise Resource Planning (ERP) (years Oracle, PeopleSoft, JD Edwards, or SAP). Requires a Bachelor degree or equivalent (Masters preferred) and Oracle 10g Certification or higher.   |
| <b>Senior Oracle Systems Development Engineer</b>  | Has > 15 years experience developing IT systems including the following Oracle components: database, PL*SQL, Oracle Business Intelligence, Oracle APEX, networking, packages, procedures, installation, security, tuning, report writing, middleware, and/or other Oracle back-end infrastructure. Has extensive Extract/Translate/Load (ETL) experience. Has > 10 years experience in the full software development lifecycle including Information Assurance, Systems Engineering, Change Control, Security, Funding, Testing, System Hardening, and Operations & Maintenance. Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 5 years DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent to allocate resources at Program Levels. Has > 5 years Human Resource Enterprise Resource Planning (ERP) (years Oracle, PeopleSoft, JD Edwards, or SAP). Requires a Bachelor degree or equivalent (Masters preferred), Oracle 10g Certification or equal experience.                                                                                                           |



|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lead Oracle Systems Development Engineer</b> | Has > 15 years experience developing IT systems including the following Oracle components: database, PL*SQL, Oracle Business Intelligence, Oracle APEX, networking, packages, procedures, installation, security, tuning, report writing, middleware, and/or other Oracle back-end infrastructure. Has extensive Extract/Translate/Load (ETL) experience. Has > 10 years experience in the full software development lifecycle including Information Assurance, Systems Engineering, Change Control, Security, Funding, Testing, System Hardening, and Operations & Maintenance. Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 5 years DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent to allocate resources at Program Levels. Has > 5 years Human Resource Enterprise Resource Planning (ERP) (years Oracle, PeopleSoft, JD Edwards, or SAP). Requires a Bachelor degree or equivalent (Masters preferred), Oracle 10g Certification or equal experience.                                                                          |
| <b>Senior Oracle Technical Director</b>         | Has > 15 years experience designing and developing very large scale Oracle 11, web-based systems composed of: Very Large Databases (VLDB), web-based, hardened infrastructure, ODS, OLTP, and OLAP design, high availability, Business Intelligence, Oracle APEX, CISCO, load-balancing, replicated data components on systems containing very sensitive data. Has > 10 years as project head. Has > 10 years Human Resource Enterprise Resource Planning (ERP) and has deployed more than 2 ERP projects (Oracle, PeopleSoft, JD Edwards, or SAP). Has over 10 years experience in the full software development lifecycle including Information Assurance, Systems Engineering, Change Control, Security, Funding, Testing, System Hardening, and Operations & Maintenance. Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 5 years DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent to allocate resources at Program Levels. Requires a Bachelor degree or equivalent (Masters preferred), Oracle Certification or equal experience. |
| <b>Oracle Software Engineer</b>                 | Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 3 years federal experience with Planning, Programming, Budgeting, and Execution (PPBE) process or equivalent to allocate resources. Has minimum of 10 years experience developing large scale IT systems including the following Oracle components: database, PL*SQL, Oracle Business Intelligence, Oracle APEX, networking, packages, procedures, installation, security, tuning, report writing, web development, middleware, and/or other Oracle infrastructure. Has extensive OS experience in Windows, UNIX, or any UNIX variant. Has over 5 years experience in the full software development lifecycle including Information Assurance, Systems Engineering, Change Control, Security, Funding, Testing, System Hardening, and Operations & Maintenance. Requires a Bachelor degree or equivalent and Oracle Certification or equal experience.                                                                                                                                                                     |
| <b>Program Manager II</b>                       | Has > 10 years managing large programs with fiscal responsibilities of \$25M or more including but not limited to IT projects. Has > 10 years program management experience including team leadership, resource allocation, budgeting, scheduling, problem resolution, requirements gathering, and reporting. Has extensive experience with government human resource, pay, and financial processes and data (especially DOD). Has minimum 8 years federal experience actively executing Planning, Programming, Budgeting, and Execution (PPBE) process or equivalent to allocate resources. Requires a Bachelor degree (Masters preferred).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Program Manager I</b>                        | Has > 8 years managing large programs with fiscal responsibilities of \$10M or more including but not limited to IT projects. Has > 8 years program management experience including team leadership, resource allocation, budgeting, scheduling, problem resolution, requirements gathering, and reporting. Has extensive experience with government human resource, pay, and financial processes and data (especially DOD). Has minimum 5 years federal experience actively executing Planning, Programming, Budgeting, and Execution (PPBE) process or equivalent to allocate resources. Requires a Bachelor degree.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Senior Program Manager</b>     | Has > 15 years managing large programs with fiscal responsibilities of \$50M or more including but not limited to IT projects. Has > 15 years program management experience including team leadership, resource allocation, budgeting, scheduling, problem resolution, requirements gathering, and reporting. Has extensive experience with government human resource, pay, and financial processes and data (especially DOD). Has minimum 10 years federal experience actively executing Planning, Programming, Budgeting, and Execution (PPBE) process or equivalent to allocate resources. Requires a Bachelor degree.                                                                                                                                                 |
| <b>Program Analyst II</b>         | Has > 5 years experience data gathering, performing analytical tasks and analyses, forecasting, modeling, and presenting results on programs including but not limited to IT projects. Has > 2 years program management experience including group leadership, resource allocation, budgeting, scheduling, problem resolution, requirements gathering, and reporting. Requires a Bachelor degree.                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Program Analyst I</b>          | Has > 3 years experience data gathering, performing analytical tasks and analyses, forecasting, modeling, and presenting results on programs including but not limited to IT projects. Has > 2 years program management experience including group leadership, resource allocation, budgeting, scheduling, problem resolution, requirements gathering, and reporting. Requires a Bachelor degree.                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Project Manager</b>            | Has led large projects including but not limited to IT projects. Has > 15 years project management experience including team leadership, resource allocation, budgeting, scheduling, problem resolution, requirements gathering, system engineering, testing, and reporting. Has extensive experience with government human resource, pay, acquisition, and financial processes and data (especially DOD). Has minimum 5 years federal experience actively executing Planning, Programming, Budgeting, and Execution (PPBE) process or equivalent to allocate resources. Requires a Bachelor degree (Masters preferred).                                                                                                                                                  |
| <b>Operations Analyst</b>         | Has extensive experience using IT tools to develop system models. Has > 10 years Operations Research (OR) experience or equivalent in problem ID and scoping, problem analysis, data gathering, system modeling, and forecasting based on statistical, optimization, or probabilistic bases Has experience with government human resource, pay, and financial processes and data (especially DOD). Has > 5 years DOD experience Planning, Programming, Budgeting, and Execution (PPBE) or equivalent to allocate resources at Program Levels. Has > 2 years Human Resource Enterprise Resource Planning (ERP) (years Oracle, PeopleSoft, JD Edwards, or SAP). Requires a Bachelor degree or equivalent (Masters preferred). Requires an advanced OR degree or equivalent. |
| <b>Sr. Database Administrator</b> | Has > 5 years database management experience in: table development, database tuning, code promotion, patching, backup/recovery, failover, database security, DoD level system hardening, system monitoring, user account control, import/export data and schemas in an Oracle, SAS, or equivalent environment. OS experience in Windows Server, UNIX, or variant. Has experience with government human resource, pay, and financial processes and data (especially DOD). Requires a Bachelor degree or equivalent (Masters preferred).                                                                                                                                                                                                                                    |
| <b>Sr. Programmer</b>             | Has > 5 years experience developing IT systems including the following components: database, ETL, data loading, networking, packages, procedures, installation, security, tuning, report writing, middleware, and other back-end infrastructure. Has > 5 years experience in the full software development lifecycle including Information Assurance, Systems Engineering, Change Control, Security, Funding, Testing, System Hardening, and Operations & Maintenance. Requires a Bachelor degree or equivalent (Masters preferred).                                                                                                                                                                                                                                      |
| <b>Tech Writer</b>                | Has minimum of 5 years experience developing technical documents for technical systems and applications. Requires minimal supervision to gather information from system developers and prepare the following types of documentation: design, compliance, drawing, procedures, training, presentation, repair, maintenance, and others. Has experience in version control and storage of technical documentation. Requires an Associate's degree or equivalent.                                                                                                                                                                                                                                                                                                            |



## Appendix C: Degree / Experience Equivalency

The labor category definitions in our Pricelist describe the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

| Degree      | Experience Equivalence*                                                                    | Other Equivalence                                      |
|-------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Associate's | 1 year relevant experience                                                                 | Vocational or technical training in work-related field |
| Bachelor's  | Associate's degree + 2 years relevant experience, or 4 years relevant experience           | Professional certification                             |
| Master's    | Bachelor's + 2 years relevant experience, or Associate's + 4 years relevant experience     | Professional license                                   |
| Doctorate   | Master's + 2 years relevant experience, or<br><br>Bachelor's + 4 years relevant experience |                                                        |

\* Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.

Further, both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.